



New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	III	Administrative Policies	
Chapter:	D	Labor Relations	6-9-2008
Subchapter:	1	Labor Relations	
Issuance:	008-2007	Employee Relations Policy	

I. PURPOSE

The purpose of this policy is to establish the responsibilities for the employee relations function within the Department of Children and Families (DCF).

II. SCOPE

This policy applies Department-wide.

III. POLICY

A. Designation of Authority

Recognizing the authority and responsibility of the Governor's Office of Employee Relations, the DCF Director of the Office of Cooperative Labor Relations, reporting to the DCF Director of Administration, shall have the responsibility to direct all aspects of the employee relations function within DCF.

B. Public Statements on Matters of Employee Relations

1. No public statements concerning matters of employee relations shall be made without the prior knowledge and approval of the Department Chief of Staff and/or Commissioner and must also have the approval of the Press Office in the Office of Communications and Legislation.
2. In accordance with the above policy, all employees shall be advised that they, as individuals or part of a group, are not authorized to act for the Department, or Division or component thereof, in the issuance of public statements on matters of employee relations, and do not have the authority to negotiate any oral or written agreements with a union, and are, in fact, prohibited from doing so.

Date

Eileen M. Crummy
Acting Commissioner